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ODP-83-1276

2 September 1983

MEMORANDUM FOR: Information Services Planning Working Group

FROM : [] Chairman

SUBJECT : Minutes and Proposed Working Group Charter

Attached are two memos: (1) minutes of our 26 August meeting, and (2) the draft of our proposed charter that I presented at the 2 September Information Systems Board meeting. Thanks for the response on the charter. In spite of some initial problems with AIM, we might be able to use it better in the future. []

Attachments:
As stated

O/Compt/IHG, [] (1 Sep 83)

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1 September 1983

MEMORANDUM FOR: Information Services Planning Working Group

FROM: [redacted] Chairman

SUBJECT: Minutes of 26 August 1983 Working Group Meeting

1. The Information Services Planning Working Group met on Friday, 26 August 1983. Participants included

[redacted] of the Executive Information System Working Group, sat in as in observer. [redacted]

2. [redacted] convened the meeting, asking for corrections to the minutes of the 12 August meeting. [redacted] noted that the ISB would like to see a draft charter at its 2 September meeting rather than on 28 September as indicated in the minutes. [redacted]

3. [redacted] continued his presentation on the flow of information in the DDO. [redacted] briefly described his terminal acquisition model in connection with the DO goal of installing 2400 terminals by the end of the decade. [redacted] noted work that NSA is doing with optical disks may address the DO problem of how to store paper, fiche, and digital data in compatible form. In conclusion, Les indicated that IMS is the DO information systems planning agent. We might look at how the DO plans information services to get a clue about how the Agency as a whole should plan its information services. Les handed out a list of DO information management goals for the next 10 years (see attachment A). [redacted]

4. A discussion of the group's charter followed. The consensus was that the Agency did need to plan its information services at the DCI level, but the degree of centralization was an open but critically important question. Several members viewed coordination as the key issue, rather than planning, and several others questioned the viability of the working group as a means of addressing these issues. Our charter should state as its main objective what the planning system should be, including who will be the

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25X1 major actors. Bill Donnelly noted a major handicap in the effort to plan
25X1 and implement information services was the lack of policy decisions to do so
on the part of the directorates. (See attachment B for [redacted]
written comments on the charter.) [redacted]

25X1 5. In view of the short deadline (2 September) for getting out the
draft charter, Bob asked for comments on the existing draft by Tuesday
morning. He will use AIM to distribute a revised draft to members with AIM
access, with additional comments to be back by 1400 hours Thursday. The
final draft would then go to the ISB on Friday (2 September). [redacted]

6. The next meeting of the working group is scheduled for Friday, 16
September 1983, at 1400 hours in Room 4E05 Headquarters. The agenda for
that meeting, which is scheduled for 90 minutes, is as follows:

- o Approve the minutes of the previous meeting.
- o Take care of any old business.
- o Establish a time-table and division of responsibilities for
meeting the groups' objectives.
- o Define planning.
- o Describe present Agency planning.
- o Identify planning shortcomings. [redacted]

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Attachments:
As stated

25X1 O/Compt/IHG/[redacted] (1 Sep 83)

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Information Services Planning Working Group
Charter

Purpose

The purpose of the ISB and its working groups as a whole is to improve the effectiveness of Agency information handling activities. The focus of our working group is the planning process. In particular, we are to examine, with an Agency-wide perspective, the process of developing, coordinating, promulgating, and monitoring the implementation of Agency plans, policies, procedures, and objectives for information handling services, and propose improvements where they are warranted.

Objectives

Our objectives, stated in order of importance, are as follow:

1. To examine critically the Agency information handling planning process (including not only planning, but budgeting and control functions as well).
 - a) Identify major planning functions, responsible components, and planning deliverables.
 - b) Identify shortcomings in the structure of the system and failings in the use of the system.
2. To make recommendations to the ISB for correcting any deficiencies in the planning process, including recommendations for organizational changes that might be needed to overcome structural or operational problems, and produce a model planning system.
3. To identify and address specific planning issues, as raised by the ISB, group members, and members of other working groups.

Scope of Work

For the Planning Working Group's purposes, information handling systems of interest consist of, but are not limited to, electronic technologies, including text, data, voice, video, communications, imagery, and graphics, as well as related processes and services, included in the CIA Program.

Organization and Responsibilities

The Planning Working Group is responsible to the ISB. Planning Working Group members shall select a Chairman to serve at the pleasure of the group. The chairman will prepare the agenda for group meetings, be the group's spokesman, perform final editorial review on written material prepared by the group, and arrange for the taking of minutes of the working group meetings. The working group will forward minutes of its meetings to the ISB Executive Secretary and present its findings and recommendations to the ISB Chairman orally or in writing, at his discretion.

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